

5 October 1978

MEMORANDUM FOR: OP Career Management Officer

STATINTL FROM:

[REDACTED]
Deputy Director of Personnel for Special Programs

SUBJECT: Nominations for Course on Information Science

The enrollment of "certain" managers in the Information Science course is an MBO plan for the Office of Personnel. Following are the nominations from the Special Programs area:

Session

Nominees

5-9 February

30 April-4 May

30 July-3 August

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Because both [REDACTED] have already attended the course, I have not nominated anybody from CPD.

STATINTL

27 September 1978

NOTE FOR: C/BSO
C/CPD
C/RAD

One of the Office of Personnel's targets in the MBO schedule for FY-79 is to "have certain division and branch managers complete an appropriate course in ADP familiarization." It is not the aim of the plan to put every manager in such training in FY-79. Indeed, the Office of Personnel could not monopolize that many spaces in the course during the year.

The attached Bulletin describes the course to which OP will send certain managers. At a meeting of the Career Board on 26 September, it was agreed that [REDACTED] will meet with each Deputy to work out a plan for enrolling manager-level officers in the course during FY-79. Please firm up some ideas of who you would like to have attend the course and in which of the four sessions. I'll be back in touch with you to work out input into the overall OP plan.

STATINTL

✓cc: DD/Pers/R&P

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

STATINTL

24 August 1978

INFORMATION SCIENCE FOR MANAGERS

DESCRIPTION

The Information Science Center (ISC) is introducing a one-week course, Information Science for Managers, to replace two current courses--Information Science for Managers I and Information Science for Managers II. The new course will present an overview of various quantitative techniques and methodologies and will illustrate their application to management problems. The course will enable the manager to identify some of the capabilities and limitations of systematic methods of analysis in intelligence analysis and management.

The techniques described in this course are treated in greater detail in four other ISC courses: System Dynamics (two weeks), Basic Statistical Concepts for Analysts and Managers (two weeks), Applied Analytical Techniques (two weeks), and Decision Analysis (one week). Managers interested in "hands-on" training in the application of these methodologies should consider enrolling in one or more of these courses.

For additional information on Information Science for Managers, call [REDACTED]

STATINTL

DATES OF OFFERING:

16-20 October 1978
5-9 February 1979
30 April - 4 May 1979
30 July - 3 August 1979

LENGTH:

One week, full-time

PLACE:

Chamber of Commerce Building

FREQUENCY:

Four times a year

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